



# VACANCY ANNOUNCEMENT

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET

## SENIOR EXECUTIVE SERVICE

**ISSUE DATE:** July 27, 2007  
**CLOSING DATE:** August 23, 2007

**ANNOUNCEMENT NUMBER**  
**OMB-07-69-VM**

*Title, Series & Grade:*  
**Deputy Assistant Director for Budget Review**  
**ES-301**  
**(\$111,676 - \$168,000)**

*Vacancy Location:*  
**Office of Management and Budget**  
**Budget Review Division**  
**Washington, DC 20503**

**AREA OF CONSIDERATION:** All qualified persons. This position has been designated as a Senior Executive Service (SES) position. If not already a member of the SES serving under a career appointment, the individual selected must have his/her executive qualifications certified by a Qualifications Review Board of the Office of Personnel Management before appointment to this position, and will be required to serve a one-year probationary period in this position. The actual salary will be set by determining the appropriate SES level for the person selected. For more information regarding the SES, go to [www.opm.gov/ses](http://www.opm.gov/ses).

**PLEASE NOTE:** To ensure safe and timely receipt of your application, we encourage applicants to submit an electronic application to [EOPJOBS@OA.EOP.GOV](mailto:EOPJOBS@OA.EOP.GOV) or fax it to (202)395-1194/1262. We cannot guarantee that applications mailed will be received by the closing date of this announcement.

**DUTIES:** Under the direction of the Assistant Director for Budget Review, in the Office of Management and Budget (OMB) the Deputy Assistant Director (DAD) is responsible for all matters pertaining to budget preparation and execution, congressional and budget decision tracking, budget concepts and data, and budget systems and database structures. The DAD assists the Assistant Director in resolving major conceptual, presentation, and technical issues and is a principal advisor on the budget.

The DAD also manages the Budget Review Division professional and administrative staff engaged in ongoing review and analysis of budget issues. The incumbent serves as a representative of OMB in major interagency efforts and is required to deliver completed staff work to policy levels in OMB, to other White House agencies, and to the President.

**QUALIFICATIONS REQUIREMENTS:** You must submit a separate narrative statement that addresses each of the Mandatory Professional/Technical related to this position as well as the Executive Core Qualifications (ECQs) related to all positions in the Senior Executive Service. Your narrative statements should include specific examples of experience, education, and accomplishments applicable to the qualification. Structure your statements in terms of the action taken, the context or environment in which the action was taken, and the outcome or results from such actions. You should write each statement with the vacancy in mind as all qualifications are directly related to the position being filled. Be sure to include appropriate training and awards when addressing your qualifications. Please limit your narrative statements to one and a half page per factor. For further information

and tips on writing effective narrative statements, see OPM's publication "A Guide to SES Qualifications" available on the OPM website at: <http://www.opm.gov/ses/writingstate.asp>.

The following Fundamental Competencies are cross-cutting and should be addressed over the course of your ECQ narrative. It is not necessary to address them directly as long as the narrative, in its totality, shows mastery of the competencies on the whole. The competencies are: Interpersonal Skills; Oral Communication; Continual Learning; Written Communication; Integrity/Honesty; and Public Service Motivation.

**If you do not submit a separate statement addressing these qualifications, you will not receive consideration for the position.**

### **MANDATORY PROFESSIONAL/TECHNICAL QUALIFICATIONS:**

1. Proven capability to identify budgetary issues, weigh alternative viewpoints or findings thoughtfully, and propose conclusions or alternatives that are workable and that exhibit a thorough understanding of the issue involved.
2. Demonstrated experience in the Federal budget process, budget concepts, budget scorekeeping conventions, and budget accounting principles sufficient to provide a well-developed skill in applying this knowledge toward problem resolution.
3. Demonstrated experience in exercising the highest degree of judgment, creativity, and flexibility in: thinking strategically about budget issues; structuring budget analyses; and performing evaluation of results, in terms of substantive issues being addressed, the quality of finished products, and staff performance.
4. Demonstrated experience in analyzing and making important judgments and in developing recommendations which serve as a basis for Presidential decisions on policy matters.
5. Demonstrated experience in envisioning, analyzing and forecasting probable effects of changes in Federal programs and policies; estimating implications for present and future budgetary requirements; and appraising the impact of developments on future legislation.

**MANDATORY EXECUTIVE CORE QUALIFICATIONS (ECQs):** In addition to the Mandatory Technical Qualification Requirements listed above, all new entrants into the SES under a career appointment will be assessed for executive competency against the following five mandatory executive core qualifications.

**Note:** If you are a member of the SES or have been certified through successful participation in an OPM approved SES Candidate Development Program (SESCDP), or have SES reinstatement eligibility, you do not need to respond to the ECQs. Instead, you should attach proof (e.g., SF-50, certificate of completion of SESCO) of your eligibility for appointment to the SES.

1. **Leading Change** -- This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.
2. **Leading People** -- This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.
3. **Results Driven** -- This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

4. **Business Acumen** -- This core qualification involves the ability to manage human, financial, and information resources strategically.
5. **Building Coalitions/Communication** -- This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

**EVALUATION METHOD:** The Office of Administration's Human Resources Management Division will review all applications to determine if applicants meet the mandatory professional/technical qualifications of this position and the SES ECQs. Those who meet the qualifications will be referred to a panel of SES members for rating and ranking to determine the "best qualified" candidates. The panel may conduct interviews with the top candidates and then make a recommendation to the selecting official about the top candidates that he/she should interview. Once a selection is made, the selectee's application will be forwarded to the Office of Personnel Management (OPM) for approval by an OPM independent Qualifications Review Board, unless the selectee is a current SES executive or has successfully participated in an OPM approved SES Candidate Development Program.

**APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE.** Applicants submitting applications in postage-paid Government envelopes are reminded of the legal prohibition against the use of such envelopes or other Government property for other than officially approved activities. These prohibitions are contained in 18 U.S.C. 1719. Applications will not be returned.

### **HOW TO APPLY:**

**THERE ARE 3 OPTIONS FOR APPLYING (If applicable these documents are required.) You must include the announcement number on your application.**

- **FAX to 202-395-1262/1194 the following:**

- (1) An Optional Application for Federal Employment (OF-612); or a resume; or the SF-171, Application for Federal Employment; or other written application, ensuring that all required information shown in Applying for a Federal Job, OF-510 <http://www.opm.gov/forms/pdfimage/of0510.pdf>, is included in your application;
- (2) Your latest SF-50, Notification of Personnel Action, and Performance Appraisal if you are a current or former Federal employee;
- (3) On a separate sheet, a narrative summary of your experience and/or education which concisely addresses each of the Mandatory Technical/Professional Qualifications (all applicants) and Executive Core Qualifications (non-SES eligibles);

- **ELECTRONIC SUBMISSION OF YOUR RESUME:**

You may submit your resume from the USAJOBS web site on the Internet. After reviewing the full text of this announcement, click on the 'Submit Resume on-line' shown on this page. Create or edit your resume. Please be sure to use the space entitled "Supplemental Information" to add and/or fax any additional information specified in this announcement, as stated above.

When you have finished and select 'Send', your resume will be sent to our component. Electronic Resumes can only be sent using the special icon in our announcement. To apply on-line, you must prepare your resume and SEND it before midnight Eastern Time of the closing date.

After you complete and send the OPM online resume, you will receive a web page message stating that your resume (for the specified announcement number) was sent to our component. This message serves as a confirmation of your mailing. If you do not receive this statement your resume was not successfully transmitted and you should try again. You may wish to fax a copy of this confirmation message with any

materials that must be faxed in order to complete the application.

**If you omit any of the required information specified in Optional Form 510, applying for a Federal job, your application will be rated INELIGIBLE. To view a copy of OF-510 on-line, please go to [www.opm.gov](http://www.opm.gov); click on the following: “Quick Index”; then “Forms”; then “Optional Forms”; and again on “OF-510”.**

Users of the Telecommunications Device for the Deaf (TDD) may call: (202) 395-1160.

- Applications will be accepted electronically. Please submit your application to [EOPJOBS@OA.EOP.GOV](mailto:EOPJOBS@OA.EOP.GOV).

**REASONABLE ACCOMMODATIONS:** This component provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the hiring agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**EEO STATEMENT:** Applications will be accepted from all qualified persons. Consideration will be extended without discrimination for any non-merit reasons, such as race, color, religion, gender, sexual orientation, national origin, political affiliation, marital status, age, membership or non-membership in employee organizations, or non-disqualifying physical disability. Disabled applicants, disabled veterans, or any other applicants eligible for noncompetitive appointment under special appointing authorities not requiring competitive status are eligible to apply regardless of the area of consideration and should clearly specify their special eligibility on their application.

**SECURITY CLEARANCE:** This position requires the selectee to obtain and maintain a security clearance. This means that a full field background investigation will be conducted including appropriate credit checks. Any offer made is considered a tentative job offer pending the outcome of pre-employment interviews and any additional information obtained prior to the initiation of a full background investigation. This component has the right to rescind the tentative offer at any time before the actual starting date of employment based on any negative information that may be found during a preliminary security and/or credit check. Applicants selected for employment must be 18 years of age as of the date of appointment.

**DRUG TESTING:** The applicant tentatively selected for this position will be required to submit to urinalysis screening for illegal drug use prior to appointment. After appointment, the employee will be included in the component’s random drug testing program.

**CITIZENSHIP:** Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs.

**SELECTIVE SERVICE:** Male applicants born after December 31, 1959 must certify at the time of appointment that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service Law.

**DIRECT DEPOSIT:** As a condition of employment, candidates appointed, promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer.